

THE SECRETARY OF DEFENSE  
WASHINGTON, D.C. 20301

MAR 8 1972

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Information Control - Interagency Information Requirements

In discharging the responsibilities in DoD Directive 5000.19 for controlling information requirements, my staff has been working in the larger environment with the Office of Management and Budget (OMB) and other Federal Agencies, drafting an OMB Circular to establish controls over information requirements at that level. To control proliferating information and data requirements which are established by other Federal Agencies and incumbent upon DoD and others, we have proposed a central clearinghouse at the Federal level to prevent duplicative requirements and to assure cost effectiveness of information provided.

The DoD receives for action most of these requirements. On the other hand, other agencies mainly generate such requirements, i.e., Civil Service Commission, General Services Administration. Such requests use funds, manpower and other resources which were justified and programmed for achieving the DoD missions with which we are charged. In this period of extremely tight resources, it is my desire to scrutinize carefully any unprogrammed use of funds and other resources.

You are requested to assure that any functional, operational or staff element of your department or agency, at any level, which receives a request for information from any governmental agency, other than a component of the DoD, so notifies your organization's point of contact established in response to DoD Directive 5000.19. They in turn, where appropriate, as mutually determined, over a certain cost level and where more than a single component is involved, should notify the Directorate for Information Control (DIC) in the Office of the Assistant Secretary of Defense (Comptroller). The specific notification should include the details on Enclosure 1. No action should be taken to satisfy the information requirement until approval has been received from the Directorate for Information Control, or the DoD component equivalent. In emergency cases, the notification and approval actions may be handled by telephone (extensions 77751 or 78363) and subsequently confirmed in writing.

NO REFERRAL TO OSD. WAIVER

My staff will continue working with the OMB to establish a government-wide procedure to control interagency information requirements. You will be kept informed of our progress. In many instances your staffs participate, sometimes under statutory authority, as part of a wider community, i.e., the intelligence, logistics or communications communities, or participate on functionally-oriented policy-making or executive boards such as the Military Communications Electronics Board (MCEB) and the United States Intelligence Board (USIB). In all such cases, they should exercise caution in relation to any ad hoc commitment to provide DoD information to avoid conflict with the overall DoD position.

I have been made aware that, although we are continually working on reducing the DoD reporting/information requirements workload, such requirements continue to increase. With your continued cooperation, we can further the important work in the area of control over proliferating, duplicative and unnecessary information requirements which we have started together and assure the maximum benefit to the DoD of expenditure of its funds. Enclosure 2 is a copy of my letter to other Federal Agencies on the subject.

A handwritten signature in dark ink, appearing to be "John F. Smith", written in a cursive style.

Enclosures 2

Enclosure 1

Name and telephone extension of agency and person requesting information.

Name and telephone extension of agency and person receiving request for information.

Nature and extent of request (estimated volume figures; organizational extent of participation needed; projected need for special data or information system, recordkeeping or other; projected manpower expenditure involved; estimated cost to provide).

Justification provided for request.

Other pertinent details.

WASHINGTON, D. C. 20301

MAR 8 1972

Honorable John B. Connally  
Secretary of the Treasury

Dear Mr. Secretary:

The Department of Defense is making every effort, as I am sure you are, to assure that our funds are properly spent to provide the very best DoD services to the taxpayer for the moneys expended. I have been made aware that, although, both independently and as the result of the Federal paperwork study, we have tried to reduce our information and reporting requirements, they continue to increase. To insure that DoD Components (i.e., the Army, Navy, Air Force, Defense Agencies, etc.) are relieved of costly information and reporting requests, I am strengthening my control policy. Each DoD Component is to take certain actions before additional or new information or data are provided either to an internal DoD requester or to another Government Agency.

In regard to an interagency action, organizations within the DoD receiving such a request will notify a specified point of contact for review prior to responding. Requests for information which necessitate large-scale manual collection, programming or purchase of equipment or other resources, will be forwarded for central review, approval and resource readjustment, if deemed appropriate. The decision whether a request is to be honored will be based on several factors, the most important being the cost to produce the data or information as balanced against the need, as demonstrated by the requester. We will of course endeavor, in all cases, to assure that the management process is not inhibited by these reviews.

My purpose in writing you this letter is to alert you to the actions I am taking relating to requests for data or information from the Department of Defense. Funds, manpower, data processing equipment and other resources, which have been programmed, budgeted, justified and approved to accomplish Defense missions, have sometimes been used to provide data and information to other agencies. It is my sincere hope that with your cooperation such unprogrammed use of DoD funds and other resources can

be reduced in the future. In line with Section 506(b) of the Federal Records Act of 1950 (44 USC 3102), and the Federal Property Management Regulations, our expenditures for provisions of data and information, not only those generated internally, but those requirements which are placed on us by others, will be examined closely. Reciprocally, I am emphasizing the existing DoD policies for screening any interagency request it initiates in terms of cost versus need.

The process can be expedited by your staff alerting the Directorate for Information Control, OASD(C), Pentagon, OX-78550, or the appropriate DoD Component Reports Management Office(s) that an information request has been or is to be levied on the DoD. This alert may be a copy of the formal request, a phone call or equivalent, an invitation to participate in planning or other groups established to develop the information requirement, or other convenient form. Your cooperation will help us mutually establish the minimum information requirement for management purposes and at the same time maintain control over proliferating, duplicative and unnecessary information requirements.

Sincerely,

A handwritten signature in dark ink, appearing to read "William E. Brock", with a large, stylized initial "W" and a long horizontal stroke extending to the right.

Identical letters to:

Honorable George P. Shultz  
Honorable Maurice H. Stans  
Honorable Robert S. Hampton  
Honorable Rod Kregar